



JACKSON COUNTY UTILITY AUTHORITY
Serving the People...Protecting the Environment

Directors
Kevin Coggin • Jackson County
Thomas Eldridge • Jackson County
Andrew J. Elly • Moss Point
Kevin Miller • Jackson County
Michael R. Murphy • Pascagoula
Ken Papania • Ocean Springs
Marshall Smith • Gautier

Jackson County Utility Authority
Regular Meeting
Board of Directors
August 14, 2017

MINUTES

1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., August 14, 2017, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Marshall Smith, President; Kevin Coggin, Vice President; Kevin Miller, Secretary-Treasurer; Tommy Eldridge, Vice Secretary-Treasurer, and Director Michael Murphy. Mr. Elly was unable to attend. It was determined there was a quorum.

Also present were: Tommy Fairfield, Executive Director; Johnny Groue, Deputy Director; Linda Gasaway, Administrative Assistant; Chase Glisson, Engineering Manager; Ryan Dunlap, Mechanical Systems Superintendent; Darryl Sidaway, IT Manager; Christian Nevarez, Lab Manager; Richard Torjusen, Purchasing Supervisor; Morgan Pitts, Environmental Compliance Officer; Derek Bullock, Project Manager; James Heidelberg and April McDonald, Authority Counsel; Senator Mike Seymour; Eric Page, Neel-Schaffer; Greg Brown, Pickering; David Compton and Andy Douglass, Compton Engineering; Pete McMaster, Arcadis; Jason Overstreet and Chad Jordan, A. Garner Russel & Assocs.; Paul Foley, Michael Baker, and B.J. Sellers, Geo Pave.

2. Devotion

Tommy Fairfield, Executive Director, presented the invocation.

3. Pledge of Allegiance

Mr. Kevin Miller, Secretary/Treasurer led the Pledge of Allegiance.

4. Changes to Agenda

Mr. Smith asked if there were any changes to the Agenda. Mr. Fairfield requested the following items be added: Add-on to existing Expenditures, Item 7.A.; 7.E.7. – Accounting - Request to Solicit Outside Services to provide Support; 9.A. – Restore Proposal from Anchor; 9.B. – New Agenda Format, and 9.C. – Draft of Fee Letter

5. Recognition

A. Public Recognition

Mr. Smith asked if there were any public to be recognized. Mr. Heidelberg recognized Senator Mike Seymour.

B. FY – 2018 Wastewater Treatment and Transportation Budget Action, Exhibit “A”

1. Comments Heard

Mr. Smith asked for comments and/or discussion regarding the proposed FY-2018 Wastewater Treatment and Transportation Budget, there were none. The Board was advised all public agencies were timely sent the proposed budget, rate schedules, and 2018 projected payments, which reflect a reduction in projected payments for the cities of Pascagoula, Moss Point, Ocean Springs, and Gautier per their contracts asking for comments and questions. Mr. Fairfield addressed the Board regarding updates requested by the Board and explained that these changes did not affect the proposed rates. He also stated that he did have dialog with Helena Utility District; WJCUD and Moss Point Legal Counsel, Amy St. Pe', regarding the FY-2018 proposed rates and the information requested was provided.

Mr. Murphy made a motion to approve the FY-2018 Budget as presented. Mr. Coggin seconded the motion and it was unanimously approved by the Board Members present.

2. Action to Submit for Federal Agency Approval

Mr. Murphy made a motion to authorize Executive Director to submit the approved FY-2018 Budget for Federal Agency Approval. Mr. Miller seconded the motion and it was unanimously approved by the Board Members present.

6. Consent Agenda (Non Discussion Items)

A. Adopt Minutes – Regular Meeting of July 10, 2017, Exhibit “B”

B. Adopt Minutes – Regular Meeting of July 24, 2017, Exhibit “C”

C. Record – Mississippi State Department of Health – Confirmation that Significant Deficiencies with St. Andrews Water and Sewer, Inc. (PWSID: MS0300033) have been corrected and resolved, Exhibit “D”

D. Record – Mississippi Department of Environmental Quality – Confirmation for Jones Lane Extension, Exhibit “E”

E. Record – Project Engineer Letter to Necaise Brothers, Exhibit “F”

F. Record – Project Engineer Letter to CB Developers, Exhibit “G”

Mr. Coggin made a motion to approve Items 6.A. – 6.F. as presented. Mr. Miller seconded the motion and it was unanimously approved by the Board Members present.

7. Discussion Agenda

A. Expenditures, **Exhibit “H”**

Mr. Miller made a motion to approve Expenditures as presented. Mr. Coggin seconded the motion. After discussion on several expenses the motion was unanimously approved by the Board Members present.

B. Bond Project Actions

1. Tyler Contract Mod, **Exhibit “I”**

Mr. Murphy made a motion to approve Contract Mod to purchase General Billing Suite and E-Procurement Software Modules for a total of \$11,270.00. Mr. Eldridge seconded the motion and it was unanimously approved by the Board Members present.

2. Payment Requests, **Exhibit “J”**

Mr. Miller made a motion to approve Bond Payment Request as presented. Mr. Murphy seconded the motion. Following discussion, the Board requested Staff provide a travel expense breakdown for Tyler travel expenses in the next Board Package. The motion was unanimously approved by the Board Members present.

C. HWY 57 Project Actions (All Subject to MDOT Concurrence.)

1. Consideration of SCI Change Order No. 7 (Time Only), **Exhibit “K”**

Mr. Miller made a motion to approve Change Order No. 7, for Time Only, as presented. Mr. Murphy seconded the motion and it was unanimously approved by the Board Members present.

2. Payment Applications 12W (\$986.12), 12S (\$4,528.18), 13W (\$42,375.34), and 13S (\$8,347.78) = \$56,237.42, **Exhibit “L”**

Mr. Fairfield explained that the reason for two Water and two Sewer pay applications was due to the work period extension across the State Fiscal Year.

Mr. Murphy made a motion to approve the Payment Applications as presented. Mr. Eldridge seconded the motion and it was unanimously approved by the Board Members present.

3. Consideration of Professional Services Task Modification, **Exhibit “M”**

Mr. Murphy made a motion to approve the Professional Services Task Modification for Cost Update as presented. Mr. Miller seconded the motion and it was unanimously approved by the Board Members present.

D. HWY 613 Project Action – Authorize Staff and Legal to Complete MDOT Agreement, **Exhibit “N”**

Mr. Miller made a motion to authorize Staff and Legal Counsel to Complete MDOT Agreement. Mr. Murphy seconded the motion and it was unanimously approved by the Board Members present.

E. Purchasing Items

1. Report and Recommendation for Telecom

Item Tabled to Next Board Meeting – 08/28/17, pending additional information. No action required.

2. Report and Recommendation for Printer Fleet, **Exhibit “O”**

Mr. Coggin made a motion to approve Staff recommendation to accept the Printer Fleet Service of DEX Imaging. Mr. Miller seconded the motion and it was unanimously approved by the Board Members present.

3. Report and Recommendation for Tank Maintenance, **Exhibit “P”**

Mr. Coggin made a motion to approve adding OSHS Tank maintenance to the JCUA’s existing maintenance contract with Utility Service, as presented. Mr. Murphy seconded the motion and it was unanimously approved by the Board Members present.

4. Report and Recommendation for Van Up fitter, **Exhibit “Q”**

Mr. Murphy made a motion to approve Up-Fitter Package as presented, Not to Exceed \$4,478.00 and Contingent upon 2nd Estimate being provided. Mr. Coggin seconded the motion and it was unanimously approved by the Board Members present.

5. Report and Recommendation for Services Agreement, **Exhibit “R”**

Mr. Murphy made a motion to approve Engineer’s recommendation as follows: **Bid Form A** to be awarded to Graham Construction Co., Inc. and Keith Waits Construction Co., Inc. as the two primary contractors. **Bid Form B** to be awarded to Keith Waits Construction Co., Inc. and Graham Construction Co., Inc. as the two primary contractors. **Bid Form C** to be awarded to Suncoast Infrastructure, Inc. and Long Beach Underground, LLC as the two primary contractors. Mr. Miller seconded the motion and it was unanimously approved by the Board Members present.

6. Report and Recommendation for Internet Services

Item Tabled to Next Board Meeting – 08/28/17. Board requested additional information and the attempt to secure additional quotes.

7. Accounting – Request to Solicit Outside Services to provide Support

Mr. Coggin made a motion to approve request for accounting firms to assist in year-end financials and the transition to the new system. Mr. Murphy seconded the motion and it was unanimously approved by the Board Members present.

B. Other Updates, if any.

Mr. Smith asked if there were any other Discussion Agenda Items. There were none.

8. Board Attorney

A. Collection and Delinquency Policy, **Exhibit “S”**

Mr. Coggin made a motion to approve and implement the JCUA Collection and Delinquency Policy as presented. Mr. Eldridge seconded the motion and it was unanimously approved by the Board Members present.

B. Severn Trent Environmental Services – Update, **Exhibit “T”**

Mr. Heidelberg presented the Severn Trent Environmental Services for information only. Board asked questions and stated that they preferred to not outsource the JCUA treatment plant operations.

C. Other Updates and Reports

Counsel updated the Board on Attorney matters. No Board action was taken.

9. Director Items

A. Restore Proposal from Anchor, **Exhibit “U”**

This proposal was provided for Directors to review and identify if further discussion is desired in further meetings. There was no action required.

B. New Agenda Format

The new Agenda Format was provided for Directors to review and identify any suggested changes. Mr. Coggins requested this item be placed on the next Board Package for further discussion and approval. There was no action required.

C. Draft of Fee Letter

A Draft copy of the Fee Letter that will be mailed out was provided to the Directors for comment. There was no action required.

D. If Any.

Executive Director updated Board regarding recent WJC Town Hall Meeting he attended with Supervisor Randy Bosarge.

10. Consideration of Executive Session, if Requested.

At 5:30 P.M. Mr. Murphy made a motion to go into Closed Session to discuss issues regarding Legal Matters for possible Executive Session. Mr. Coggin seconded the motion and it was unanimously approved by the Board members present.

The meeting closed to determine reasons for need of Executive Session. In Closed Session it was determined there was a need to go in to Executive Session to discuss legal matters.

At 5:32 P.M., Mr. Murphy made the motion to come out of Closed Session. The motion was seconded by Mr. Coggin and it was unanimously approved by the Board members present.

At 5:35 P.M., Mr. Murphy made a motion to go into Executive Session. Mr. Miller seconded the motion and it was unanimously approved by the Board members present. This was announced to the public.

In attendance were: Mr. Smith; Mr. Coggin; Mr. Miller; Mr. Eldridge; Mr. Murphy; Mr. Heidelberg and Ms. McDonald.

At 6:00 P.M., Mr. Coggin made a motion that the Board come out of Executive Session, resume Regular Session. Mr. Miller seconded the motion and it was unanimously approved by the Board members present.

No business was undertaken in Executive Session.

At 6:01 P.M., the meeting was re-opened to the public and regular session resumed.

11. Adjourn

There being no further business to come before the Board, Mr. Miller made the motion to adjourn. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present. The meeting was adjourned at 6:05 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 11th day of September, 2017.


MARSHALL SMITH, PRESIDENT


KEVIN MILLER, SECRETARY-TREASURER